



Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

T 01233 622673 E office@kingsnorth.kent.sch.uk W www.kingsnorth.kent.sch.uk

Headteacher: Mr Iain Witts

Dear Parents,

Collection after School

As we begin the new academic year, we would like to remind all parents and carers of our arrangements for the end of the school day.

The school day finishes at **3:15pm**, and we ask that children are collected promptly at this time unless they have a confirmed place in our after-school club.

Prompt collection is important for the safety and wellbeing of all pupils and helps us ensure that staff can carry out their responsibilities effectively. While we understand that unexpected delays can occasionally occur, regular late collection can place additional pressure on staffing and may become a safeguarding concern.

Please note that we are unable to guarantee supervision after 3:15pm unless your child has a pre-booked place in our after-school club. Due to staffing levels and capacity, we cannot always accommodate last-minute requests for after-school care or provide supervision in the school office after the end of the school day.

We kindly ask that you ensure suitable arrangements are in place for your child to be collected on time each day. If you require after-school care, please book this in advance, subject to availability.

If late collection becomes a recurring issue, the school will contact parents to discuss the situation and, where necessary, follow our safeguarding procedures.

Thank you for your understanding and continued support in helping us maintain a safe and well-organised end to the school day for all children.

Yours sincerely,